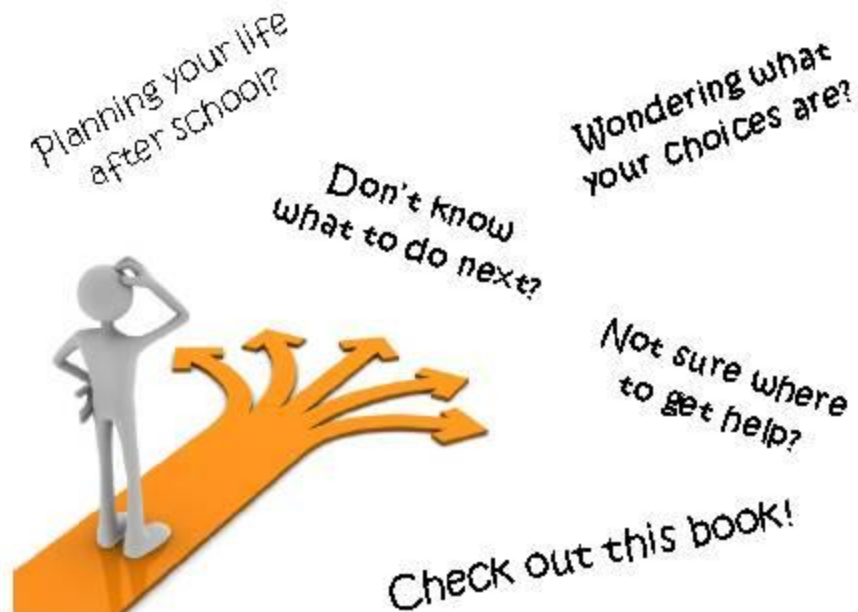


**GET READY FOR STUDY AND WORK**



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Enhancing the Links  
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Top ten tips for young people who have a  
disability or chronic medical condition

## Get Ready Workbook

- Top ten tips
- Practical advice
- Activities
- Useful resources

**GET READY FOR STUDY AND WORK**

## Top Ten Tips

for young people who have a disability or  
chronic medical condition



**GET READY**



Better planning  
= better  
experience



## 1. Get ready early

Start planning  
early

Make contact  
with people  
who can help

GET READY



How will your social,  
education, employment and  
leisure goals fit together?

## 2. Get the big picture

Values, interests,  
short and long  
term goals

Get to know  
your disability

GET READY

Talk with people at school,  
family, friends, and other  
people with disabilities



### 3. Get connected



Contact people  
who can help  
your transition

Record names  
and contact  
details

GET READY

- Contact people who can help your transition – start by connecting with relevant people at your school. This might include your careers adviser, school counsellor and year adviser. Here are some ideas for questions you might like to ask:



- I'm interested in working in the ..... area. What school subjects would you recommend that I select?
- How can I learn more about this field?
- What are the different types of jobs available in this field?
- Would I need to do further study?
- What is my next step after school in order to get started in this field?
- Can you put me in touch with someone from the industry?
- Who can help me prepare a resume?
- Make a note of some other questions you want to ask and contact details of people you need to connect with:

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Explore online  
resources



## 4. Get to know your options

Research & ask  
questions about different  
post-school options

Consider  
whether options  
are realistic

GET READY



These are just some of the endless career areas out there. Make a note of which ones interest you.



Career Area	I'm really interested in this	I'd like to find out more	I'm not really interested	No way!!
Agriculture, animal and primary industries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Architecture, building and planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Art, design, music and entertainment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business, administration and sales	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemicals, plastics, rubber etc production, plant operating and trades	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computing and information services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engineering and technical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Food processing eg. baker, butcher, winemaker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health and community services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hospitality and Tourism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Law, Security and Defence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Literature and social sciences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Metal, electrical, automotive, furniture and wood products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Natural sciences and mathematics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Textiles, clothing and footwear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transport and Storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Practical  
skills

Vocational  
skills

## 5. Get the skills

Employability  
skills

Technology  
skills

GET READY





Making and  
keeping  
appointments



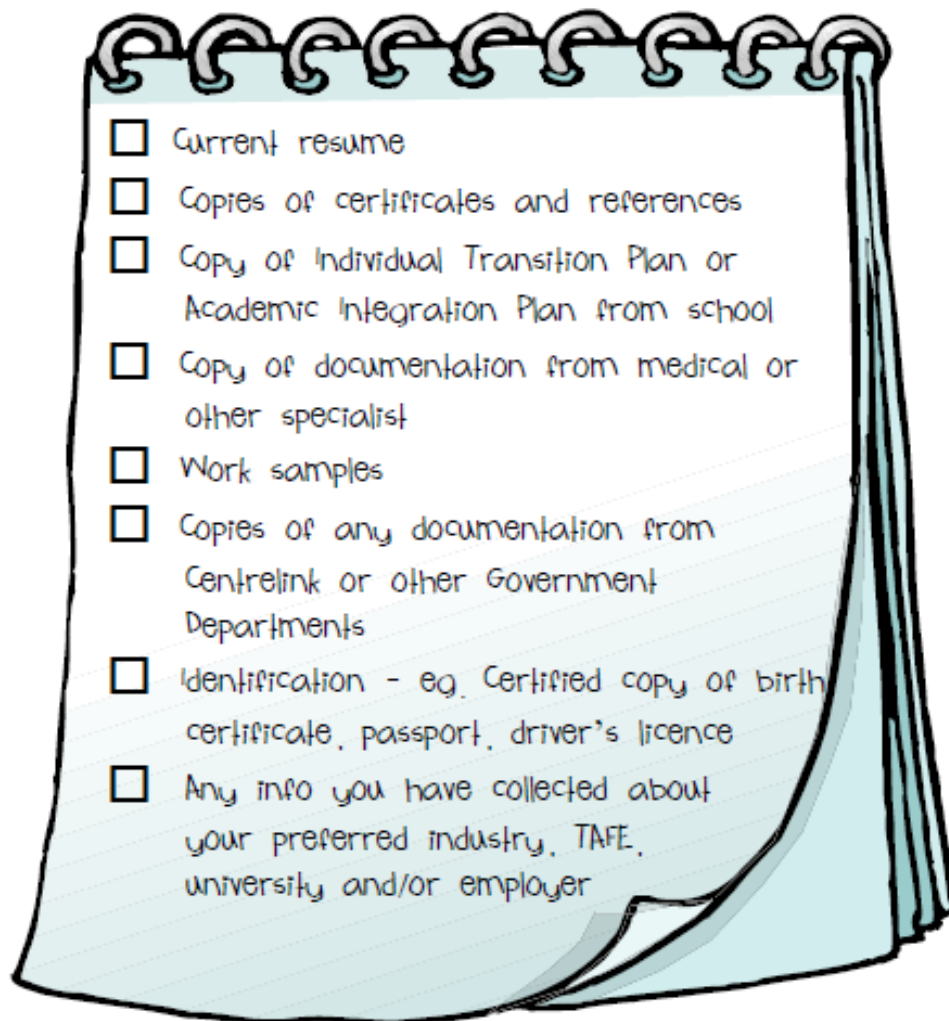
## 6. Get organised

Managing time  
and keeping  
track

Keeping copies  
of relevant  
paperwork

GET READY

It is a great idea to keep all relevant documentation together in a “transition planning portfolio” – here are some things you could include in yours – do you have them all??



Make contact  
with  
Centrelink



Find a mentor

## 7. Get support



Find out about  
support available in  
different settings

Meet with disability  
support services

GET READY



## I want to get support, but what do I ask?

Here are some ideas of things to say and questions to ask when you make contact with disability support services at TAFE or uni. Many of these questions would also be relevant to discuss with a potential employer. You might be tempted to get your parent or carer to make contact on your behalf – but try to start doing this yourself if you can!

When you call, let the disability service know that you have a disability and would like to find out about adjustments and support available in that setting. Tell them what course/s you are interested in studying. Here are some questions you might like to ask:

- When is an appropriate time to organise an appointment to meet with you?
- What documentation do you require?
- What sorts of adjustments would be available to me?
- Are there alternative admission procedures for people with disabilities? If so, what are they and where can I find out more about them?
- Can I arrange a tour of the campus? (if you are worried about getting around)
- Are there student bodies, social gatherings, online forums or mentoring programs for people with disabilities and/or first year students?
- If there is something in particular you find difficult (eg. presentations, fine motor skills), ask if this is an important part of the course, and if so, whether adjustments will be available. There are always some things that you have to be able to do in order to pass a course – these are usually called the **inherent requirements**.



# NDCO

National Disability Coordination Officer Program

Work experience, paid or  
volunteer work, community  
groups, leisure activities



## 8. Get involved

Participate in a range  
of experiences and  
activities



Consider  
practical issues

GET READY



Seek adjustments if  
you need them



## 9. Get to know your rights and responsibilities



Disability  
Discrimination Act

Consider what to  
tell people about  
your disability

GET READY

Don't be afraid to explain to  
people what you need



## 10. Get confident

Believe in yourself  
and practice standing  
up for yourself



Practice giving  
feedback

GET READY



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## Get Ready Workbook

PDFs available from  
[www.uws.edu.au/ndco](http://www.uws.edu.au/ndco)

- NSW
- National
- Plain text